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## City Offers Voluntary Furlough in 2012

As a way to help offset the likely budgetary shortfall in Fiscal Year 2012, all active, full-time and part-time civilian employees, including probationary employees, are being offered the opportunity to voluntarily take up to 40 hours of unpaid leave as scheduled furlough days during the current fiscal year.

If you are interested in taking furlough leave, please submit a Notice of Leave form in advance requesting leave type VF01 for Voluntary Furlough.

**If you are considering taking Voluntary Furlough Leave, here are a few things to keep in mind:**

- The completed request form must be submitted to your Department Director or his/her designee in advance of your requested furlough, in accordance with your departmental attendance procedures on scheduled leave.
- Employees may not request or be granted Voluntary Furlough Leave during a period of time when a department is working under a mandatory work schedule.
- Due to program requirements, Voluntary Furlough Leave must not be used for Extended Sick Leave or Workers' Compensation.
- Voluntary Furlough Leave may be taken in increments as small as two hours at a time, up to forty hours.
- If any required payroll deduction cannot be made during a payroll period due to Voluntary Furlough Leave, adjustments will be made to collect those monies across other pay periods, or provisions will be made to ensure required payments are made.
- Voluntary Furlough Leave will not affect the accrual of Personal and Annual Leave or paid holidays as approved by City Council.
- Voluntary Furlough Leave can be taken even if employees have paid leave available.
- Voluntary Furlough Leave is not counted as time worked for the purposes of calculating overtime.
- Due to provisions of the Fair Labor Standards Act (FLSA), employees cannot be contacted about work-related issues nor should they perform work-related duties while taking Voluntary Furlough Leave. In an effort to uphold this policy, it is the responsibility of the employee to remind their supervisor they will be taking Voluntary Furlough Leave the day before their leave begins.
- Approved Voluntary Furlough Leave can be taken from now through September 30, 2012.

The Voluntary Furlough Program is designed to help the City cut costs and provide you with time off that does not impact your paid holidays, Annual or Personal leave. You will receive periodic reminders of the Voluntary Furlough Program throughout the year. However, if you have questions, please contact your supervisor or your department's Human Resources Generalist. For a list of fast facts and more detailed information regarding the Voluntary Furlough Program, visit the COSAweb or Human Resources website.